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THE ANDHRA PRADESH GAZETTE
PUBLISHED BY AUTHORITY

RULES SUPPLEMENT TO PART II EXTRAORDINARY

No.2

AMARAVATI, TUESDAY, AUGUST 27, 2024

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HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC.No./175/SO/2024.

Dated: 24.06.2024.

RULES FOR THE POST OF COURT MANAGERS IN THE HIGH COURT OF ANDHRA PRADESH AND IN DISTRICT JUDICIARY.

Ref:- High Court's Notification No./16/SO/2024, dated 24-06-2024 in ROC.No.175/SO/2020.

NOTIFICATION NO.16 / 2024

1. SHORT TITLE, COMMENCEMENT AND EXTENT:-

1. These rules may be called the **Andhra Pradesh State Court Manager Service Rules, 2022.**
2. They shall come into force from the date of publication of notification by the State Government in the Andhra Pradesh Gazette.
3. They shall apply to the holders of the posts specified in Rule 4 of these Rules, whether temporary or permanent in the Service.

2. CONSTITUTION OF SERVICE:

The Service shall consist of the following categories:

Category	Name of the Post
Category – 1	Chief Court Manager
Category – 2	Senior Court Manager
Category – 3	Court Manager

3. DEFINITIONS:-

For the purpose of these Rules:-

- a) "Appointed to the Service" means a person is said to be appointed to the service, when in accordance with these Rules, he/she discharges for the first time the duties of a post borne on the cadre of the service or commences the probation, instruction or training prescribed for the members thereof.

Explanation: The appointment of a person holding a post borne on the cadre of another service to hold additional charge of a post borne on the cadre of this service or to discharge the current duties thereof does not amount to appointment to this service.

- b) "Cadre" means the post in each category of service.
- c) "Cadre Strength" means the number of posts permanent as well as temporary in the cadre.
- d) "High Court" means High Court of Andhra Pradesh
- e) "Minimum Educational Qualifications" means the Qualifications prescribed in the Rule -7 to these Rules to the respective categories.
- f) "Probationer" means a member of the service who is regularly appointed and is placed on probation.
- g) "Promotion" – A member is said to be promoted, if he/she is promoted after due assessment of his/her eligibility by duly constituted Departmental Promotion Committee against a regular vacancy, from one lower category to immediate next upper category.
- h) "Recruited directly" – A candidate is said to be "recruited directly" to the service when, in case his first appointment thereto is made by the appointing authority in accordance with these rules or orders in force governing the service.
- i) "Recruited by transfer" – A candidate is said to be recruited by transfer to the service.

- a. if at the time of his first appointment thereto, he/she is either a full member or an approved probationer in any other service, the Rules for which prescribed a period of probation for member thereof; or
- b. in case at the time of his/her first appointment thereof he/she is the holder of a post which has been included in another service but for which no probation has been prescribed, but if he/she has put in that post satisfactory service for a total period of two years within a continuous period of three years.
- j) "Regular Appointment" means the appointment made by the appointing authority in accordance with these Rules or orders in force governing the respective posts.
- k) "Scheduled Castes" mean the communities defined as such in the Andhra Pradesh State and Subordinate Service Rules, 1996 for the time being in force.
- l) "Scheduled Tribes" mean the communities defined as such in the Andhra Pradesh State and Subordinate Service Rules, 1996 for the time being in force.
- m) "Service" means the period during which a person holds a post in accordance with these Rules or a lien on a post.
- n) "State Government" means the Government of Andhra Pradesh.

4.CADRES:- The initial cadre strength of each category in the State of Andhra Pradesh shall be as follows:

Category	Name of the Post	Equivalent Cadre in High Court Service	Sanctioned Strength of Posts
1	2	3	4
Category - 1	Chief Court Manager	Deputy Registrar	One (1) for the High Court of Andhra Pradesh.
Category - 2	Senior Court Manager	Assistant Registrar	Five (5) Two posts for the High Court of Andhra Pradesh and one each for Three Units as specified by the High Court considering the volume of work and No. of pending cases.
Category -3	Court Manager	Section Officer	Fifteen (15) One each for (13) Judicial Units existing as on 01.06.2023 in the State of Andhra Pradesh and Two posts for the High Court.

5. APPOINTING AUTHORITY:- The appointing authority shall be the Chief Justice.

6. METHOD OF APPOINTMENT:-

Category and Name of the Post Method of Appointment

1	2
Category – 1 Chief Court Manager	By Promotion strictly on merit – cum – seniority basis from amongst the Senior Court Managers having minimum of 07 years of experience as Senior Court Manager.
Category – 2 Senior Court Manager	By Promotion strictly on merit – cum – seniority basis from amongst the Court Managers having minimum of 05 years of experience as Court Manager.
Category – 3 Court Manager	<ol style="list-style-type: none"> 75% posts shall be filled-up by Direct Recruitment through competitive examination and viva-voce as per the Schedule – III. By absorption of the Court Managers presently employed, as a onetime measure, against the 75% Direct Recruitment quota, subject to performance and antecedents. Provided that no person working as Court Manager will have any vested right and the appointing authority may deny the appointment to any person without assigning any reason. Provided further that service rendered as Court Manager by any candidate under any contract or on outsourcing or contingent basis cannot be treated as past service for the purpose of fixing the seniority, promotion or other monetary benefits. 25% posts shall be filled-up by Recruitment by transfer from the approved probationers out of the members governed by "The Service Rules of the High Court of Andhra Pradesh, 2019" or approved probationers out of the members of "The Andhra Pradesh Judicial Ministerial and Subordinate Service Rules, 2019" through competitive examination and viva-voce as per the Schedule-III, subject to having requisite qualifications mentioned in Rule 7. In case suitable candidates are not available for recruitment by Transfer as mentioned above, then the posts shall be filled-up by Direct Recruitment.

7. QUALIFICATIONS:-

- (1) No person shall be eligible for appointment to the post of Court Manager unless he satisfies the following qualifications, namely:-
 - (a) that he is a citizen of India;
 - (b) that he is of sound health, active habits;
 - (c) that his character and antecedents are such as would not disqualify him for the service;

- (d) that he has completed the age of 21 years and must not have crossed the maximum age limit prescribed in the Andhra Pradesh State and Subordinate Service Rules, 1996 for direct recruitment from time to time;
 - (e) that he is a Post Graduate in Business Administration from any recognized University in India or from any institution recognized by a competent authority in accordance with any law;
and
 - (f) that he is a Post Graduate or Graduate or Post Graduate Diploma holder in **Information Technology/Computer Science/Electronics and Communications Engineering** from any recognized university in India or from any institution recognized by a competent authority in accordance with any law.
- (2) The academic qualifications prescribed above should not have been acquired through distant education or correspondence courses.
- (3) Persons who are graduate in law from any recognized university in India or from any institution recognized by a competent authority in accordance with any law will be preferred.

8. ELIGIBILITY :-

- (a) No person shall be eligible for appointment to the categories specified in Column (1) of Rule 6 above by the method specified in the Column (2) of Rule 6 above unless such persons possess the qualification specified for Direct Recruitment in Rule 7 in these Rules, as on last date of submission of application pursuant to recruitment notification and minimum service is prescribed in Column (2) of Rule 6.
- (b) No person shall be eligible for Promotion to Categories 1 to 2 unless he/she holds the educational qualifications as prescribed in Rule 7 and the experience as prescribed as Column No (2) of Rule 6.
- (c) Pendency of departmental inquiry shall be deemed as disqualification for the appointment of any post to the Service.
- (d) **Linguistic qualification:** A candidate shall possess adequate knowledge of Telugu and English languages and shall secure at least 50% of the marks allocated to the said languages in the test conducted by the High Court.

9. RULE OF RESERVATION: - The rule of reservation as provided under 22 and 22-A of the Andhra Pradesh State and Subordinate Service Rules, 1996 shall apply mutatis mutandis to the service.

10. POSTING AND TRANSFERS : - All posting and transfers of Court Managers shall be made by the Chief Justice as per the policy formulated by the High Court from time to time.

11.PAY AND ALLOWANCE:- The Court Managers shall be eligible for such remuneration as mentioned in Schedule – I.

12.PERIOD OF PROBATION:

Every person who is appointed to the category of Court Manager (Entry Level) shall be on probation for a period of two years in a continuous period of three years from the date on which he joins duty.

13. DUTIES AND RESPONSIBILITIES: - The duties and responsibilities of the Court Managers shall be as prescribed in the Schedule –II.

14. TRAINING :- Every person appointed to the post of Court Manager shall undergo training in the Andhra Pradesh State Judicial Academy or any other institute for such period as may be determined by the High Court.

15. APPLICABILITY OF GENERAL RULES:- Except to the extent specifically provided by these rules, the Service Rules of the High Court of Andhra Pradesh, 2019 and to the extent not expressly provided by those rules, the general rules applicable to the State and Subordinate Services under the Government of Andhra Pradesh shall govern the Court Managers whenever and wherever required.

16.POWER TO REMOVE DIFFICULTIES:- If any difficulty arises in giving effect to the provisions of these rules, the Chief Justice may make such provisions as appear to him to be necessary or expedient for removing of the difficulty.

17. REPEAL AND SAVINGS:-

- 1.The Andhra Pradesh High Court Special Service Rules for Court Managers, 2010, in their application to the High Court of Andhra Pradesh, are hereby repealed.
2. Notwithstanding such repeal any appointment made, order issued, action taken or anything whatsoever done under the rules so repealed shall be deemed to have been made, issued, taken or done under the corresponding provisions of these rules.
3. The departmental or disciplinary actions initiated prior to the commencement of these Rules shall not be effected and are deemed to have been made or initiated under these Rules.

SCHEDULE-I**(See Rule 4 & 11)**

SI.No	Name of the Post	Sanctioned Strength	Cadre and Pay Scale
1	2	3	4
1	Chief Court Manager	1	Deputy Registrar (89780-154690)
2	Senior Court Manager	5	Assistant Registrar (67300-143890)
3	Court Manager	15	Section Officer (54220-133630)

SCHEDULE-II**(See Rule 13)****DUTIES AND RESPONSIBILITIES OF THE COURT MANAGERS:**

1. For the purpose of this Schedule, the word 'Court Manager' also includes 'Chief Court Manager' and 'Senior Court Manager'.
2. A Court Manager shall assist the Registrar General and other Registrars of the High Court and the Principal District and Sessions Judge/Unit Head in the respective Districts, as the case may be in administrative functioning of the Courts to enhance the efficiency of the Court Management.
3. While performing such function, the Court Manager shall work under the control of the Registrar General in case of appointment in the High Court and of the control of the Registrar General and of the control of the Principal District and Sessions Judge/Unit Head.
4. The incumbent appointed as court manager shall maintain professional confidentiality and shall not divulge any information which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.
5. The Court Manager, apart from any other work that may be assigned to him/her by the Registrar General or the other Registrars of the High Court or the Principal District and Sessions Judge/Unit Head, may be entrusted with the following responsibilities:

I. Financial Management:

Assisting the Registrar General or the Unit Head in the following areas:

- (a) Budgeting: Analysis of budget requirements of the Unit and each Court in the Unit. Projection vs expenditure analysis. Making sure that the allotted budget is optimally utilized.
- (b) Infrastructure: Ensure that the sanctioned amounts for the development of infrastructure are fully utilized and the expenditure is carefully monitored. Budgeting for infrastructure development keeping in mind the grant in aid receivable from the Government of India under the Centrally Sponsored Scheme.
- (c) Provision for facilities: Making sure that the budget accounts for the requisite facilities for day to day work like photocopiers, computers, air conditioners etc., are made available.
- (d) Maintenance Issues: Keeping in mind the Annual Maintenance Contracts while preparing the budget estimates and making sure that the Annual Maintenance Contracts cover the breakdowns due to mechanical failures, accidents etc.
- (e) Litigant Monies: Making sure that there is no undue delay in the disbursement of litigant monies kept in the account of the District Court. This shall be done under the guidance of the Principal District and Sessions Judge/Unit Head.

II. Policies and Standards:

- (a) Based on applicable directions of Superior Courts, establish the performance standards applicable to the Court (including on timelines, efficiency, quality of court performance, infrastructure, and human resources, access to justice, as well as for systems for court management and case management).
- (b) Carry out an evaluation of the compliance of the court with such standards, identify deficiencies and deviations, identify steps required to achieve compliances, maintain such an evaluation on a current basis through annual updates.

III. Human Resource Management:

Assisting the Registrar General or the Unit Head in the following areas of Human Resource Management:

- a) Optimum Utilization of Judicial Officers: Assisting the Unit Head in making sure that, to the extent possible equal distribution of work among all Judicial Officers in the Unit is maintained, by carrying out an empirical study.
- b) Recruitment: Assisting the Unit Head in whole process of recruitment.
- c) Training and Development of the Staff: Prepare Training calendar for the Staff members both for the newly appointed staff members and the in-service staff members.

IV. Court Management:

Assisting the Unit Head in two areas of Court Management:

- a) Litigation Management: Making sure that the whole process of Litigation right from filing of a case to witness management and quick delivery of judgment is streamlined to get optimum results and ensure speedy dispensation of justice.
- b) Docket Management: Making sure that the Non-bailable Warrants are served promptly and look into other reasons for delay and advice the Unit Heads so that an effective policy can be formulated.

V. Systems and Process Management:

Study the current policies and advice the Unit Head the changes that can be brought within the boundaries of the existing rules in force for effective court management. Evaluate the process reengineering possibilities to ensure greater transparency and efficiency in justice process and systems.

VI. Planning:

Prepare road map with a long term plan for each year and then prepare an annual report on the progress made and the hurdles faces so that the Unit Head can take steps to overcome the hurdles.

VII. Infrastructure Management:

- a. The Court Manager may, in consultation with the stakeholders of a Court (including the Bar, Ministerial Staff, Executive Agencies supporting the Judicial functions, such prosecutors/police/process serving agencies and

litigants), prepare and update annually a 5 year Court wise Court Development Plan (CDP).

- b. The Court Manager shall monitor the Implementation of the CDP and report to superior authorities on its progress.
- c. The Court Manager shall monitor the matters relating to the infrastructure of courts and residential quarters with the Public Works Department and other authorities.

VIII. Copyist Establishment: Assisting the Unit Head in making sure that the Copy Applications are complied with in timely manner and assess the monthly/quarterly/bi-annual/annual reports prepared by the Copyist Establishment and submit a report to the Unit Head.

IX. Central Record Room: Assisting the Unit Head in making sure that the case bundles are indexed and consigned to the Record Room on a timely basis, and making sure that the requisite record room equipment like vacuum cleaners, racks, compactors are made available to the Record Room. Making sure that the Destruction of records, as per the norms defined by the High Court, is taken care of every year.

X. Accounts Section: Facilitate Training programmes for the Accounts Staff by the skilled persons/Retired employees in understanding Accounts Package Software, online CFMS and Treasury operations etc.

- a) Collecting the information from the R&B authorities' division wise with regard to the Major and Minor work reports of Court Buildings and Residential Quarters and scrutinizing the reports, placing before the Unit Head, for instructions.
- b) Obtaining and submitting the reports pertaining to status of works going on in the District and placing before the Unit Head, for instructions.
- c) Inspecting and submitting the report to the Unit Head, whether the work is completed as per the submitted estimates or not.
- d) Verifying the quality of work done by the concerned agency and placing the notes before the Unit Head for instructions.
- e) Preparing the report with regard to the necessity of New Court Buildings and Residential Quarters within the District and placing before the Unit Head, for instructions.

- f) Obtaining and preparing the list of inventory viz., photo Copier machines, Fax Machines, Air Conditioners provided to the presiding Courts in the Court Complex and Air Conditioners provided to the Chambers of Individual Officers in the District, and place before the Unit Head.
- g) Submit a report with regard to the repairs and requirements of the Computers and other equipment within the Unit, to the Unit Head.

XI. e-Courts Project: Steps are to be taken up for the effective implementation of e-Courts Project in the District in coordination with the District Technical Officer, System Officers, System Assistants. Facilitate the usage and importance of the Information Technology and Computer usage that will reduce the manual daily routine work of the staff in day to day operations.

- (a) Impart training to all the staff members in the Head quarters on Computer basics and the Case Information System (CIS) software. Selective staff members are designated as "System Administrators" who are instructed to give training to other staff members in the respective court complexes. Bench Typists to be provided with adequate computer training and some trouble shooting techniques for smooth functioning of the bench. Training Evaluation be taken up after every training programme. This assessment may be done by collecting data on whether the participants were satisfied with the deliverables of the training program, whether they learned something from the training and are able to apply those skills at their workplace.
- (b) Monitor and provide Assistance to all the Judicial Officers with Laptop training (Ubuntu Operating System, Case Information System Software, Open Office/Libre Office) being provided by the Hon'ble High Court, so that all the Judicial Officers get acquaintance with the Laptop and Internet usage, mail IDs, etc.
- (c) Monitor the timely resubmission of PRCs which were committed to the Sessions Courts (District Court, Metropolitan Sessions Court & SC/ST Court) and returned with objections by the concerned Courts. So that the delay time in numbering of preliminary registered cases as Sessions Case are reduced considerably.

- (d) Monitor the timely numbering of Suits, E.P.s, Cheque Petitions, Charge sheets to avoid delay.
- (e) Regularly monitor the case pendency of all the Courts.
- (f) Monitor the proper maintenance and up-dating of Registers in all the Courts.
- (g) Monitor the working condition of all the electronic infrastructure that is provided by the district courts so as to enable the courts to discharge the duties without delay.
- (h) Assisting the Unit Head in complying with the norms, guidelines, rules set by the Hon'ble Supreme Court of India, Hon'ble High Court from time to time.
- (i) Making sure that the information called for by the High Court is submitted within the timelines prescribed by the Hon'ble High Court.
- (j) The Court Manager shall monitor and ensure that the judgments and orders of the Courts are uploaded in the website without any delay.
- (k) The Court Manager shall monitor the status of the undated cases, and update the Unit Head on regular basis.
- (l) The Court Manager, in coordination with the District Technical Officer, System Officer and System Assistant shall ensure uploading of the relevant statistics in the official website of the District Court as ensure proper data feeding into National Judicial Data Grid.

XII. Statistics: The Court Manager shall ensure the compilation of Statistics is taken care of accurately and promptly as per the format supplied by the High Court.

XIII. Protocol Duty: The Court Manager shall supervise the protocol duties during the visit of Judges of the Supreme Court and the High Court and other dignitaries. The Court Manager may take necessary instructions from the Unit Head in this regard.

XIV. Responsiveness Management, Access to Justice, Legal Aid and User friendliness: The Court Manager shall ensure that the Court meets standards established by the High Court on access to Justice, Legal Aid and ADR methods and user friendliness.

- XV.** (a) The Court Managers shall submit a Work-Report to the Principal District Judge once in every six months (from 1st January to 30th June) by the end of 31st July of that year and (from 1st July to 31st December) by the end of 31st January of the following calendar year. The said Work-Report shall indicate the complete work done vis-a-vis the Duties and Responsibilities of the Court Managers as mentioned in the Schedule II.
- (b) The Court Manager, attached to the High Court, i.e., the Senior Court Manager and the Chief Court Manager shall submit similar Work-Report to the Registrar General once in every six months (from 1st January to 30th June) by the end of 31st July of that year and (from 1st July to 31st December) by the end of 31st January of following calendar year. The Work-Report shall indicate the complete work done vis-à-vis the Duties and Responsibilities of the Court Manager, Senior Court Manager and Chief Court Manager, as the case may be, as mentioned in the Schedule II.
- XVI.** (a) The Principal District Judge in turn shall submit the Work-Report confirming or otherwise of the Duties and Responsibilities performed by the Court Manager vis-à-vis the Report and shall also highlight the new and innovative Ideas as suggested by Court Manager and has been put into practice or execution. The Principal District Judge shall submit the Work-Report along with the Work-Report submitted by the Court Manager to the Hon'ble Administrative Judge and seek his approval or comments, if any.
- (b) The Registrar General in turn submit the report confirming or otherwise of the duties and responsibilities performed by the Court Manager, Senior Court Manager, and Chief Court Manager, as the case may be, vis-à-vis the report and shall also highlight the new and innovative ideas as suggested by the Court Manager, Senior Court Manager, and Chief Court Manager and has been put into practice or execution. The Registrar General shall submit the report along with the report submitted by the Court Manager, Senior Court Manager and Chief Court Manager to the Hon'ble Chief Justice and seek his approval or comments, if any.

SCHEDULE –III**Scheme and Syllabus for the examination**

Selection process shall be conducted in two phases, namely (1) Written Examination & (2) Interview. The Written examination shall consist of an objective type (multiple choices) Examination consisting of two (2) papers with breakup of marks as follows:

Phase - I		
SI.No.	Paper – I (Duration – 2 hours) Subject components	Maximum Marks
1	Introduction of Management, Communication, organizational Behavior, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Skills.	100
SI.No.	Paper – II (Duration – 90 Minutes) Subject components	Maximum Marks
2	General Knowledge, English, Telugu Legal Knowledge & General Aptitude	100

Phase - II		
SI.No.	Paper – I Subject components	Maximum Marks
1	Oral Interview (Viva-voce)	50

Dr. Y. LAKSHMANA RAO,
Registrar General.

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